Title:  I, Payroll/Personnel Manual

Chapter:  7, Time and Attendance Procedures, Section 1, Time and Attendance Instructions

Bulletin:  TNAINST 03-1A, Travel Reimbursements

Date:  July 2, 2003

To:  T&A Contact Points (Office of the General Counsel)

This bulletin is being issued to notify the Office of the General Counsel timekeepers that Transaction Code (TC) 17, Prefix 50, Travel Reimbursements, can now be entered on the Time and Attendance Report (T&A) to reimburse an employee for authorized local travel expenses.

In addition to this change, values for all monetary transaction codes can now be printed as one value in dollars and cents in the Week 2 field of the T&A.  In order to utilize this enhancement, please contact your System for Time and Attendance Reporting (STAR) administrator who must update STAR reports.
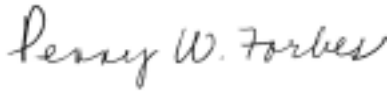
To update STAR reports, the administrator should go to the NFC Download Center.  At the NFC Download Center, there will be two download options for the report files.  They are (STAR) Updated Reports - Standard Version (109KB) and (STAR) Updated Reports - Oracle Version (109KB).  Once downloaded, the appropriate .exe file will be available on the hard drive (STAR update reports STANDARD.exe).  The administrator should double click on the .exe file.  The WinZip-Extractor pop-up will display.  In the WinZip-Extractor pop-up, enter the location where the existing reports reside, which is usually *C:\usdanfc\STAR\reports*, and click on the Unzip button.  A message will display to indicate that the files have been successfully placed.  **Note:**  At the NFC Download Center, there is also a readme file, STAR Update Reports.  This file provides detailed information for updating the STAR reports subdirectory.

STAR entry instructions for this TC and a sample T&A are provided in the attachments.  For additional T&A information, refer to Title I, Chapter 7, Section 1, Time and Attendance Instructions.  For additional STAR information, refer to Title I, Chapter 7, Section 3, System for Time and Attendance Reporting.

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Filing Instructions:  File with the Time and Attendance Instructions procedure.

Expiration Date:  When superseded

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Please refer questions about T&A processing to the Payroll Operations Branch at **504-255-4630.** Refer questions about the installation process to Customer Support at **504-255-5230** or via e-mail at *customer.support@usda.gov.* Refer questions about this bulletin to the Government Employees Services Branch at **504-255-5322** or via e-mail at *nfc.pvct@usda.gov.*

PENNY W. FORBES, Acting Director
Government Employees Services Division

Attachments

# Transaction Code Instructions

Listed below are System for Time and Attendance Reporting (STAR) T&A entry instructions:

**TC 17, Prefix 50, Travel Reimbursements**

**Used To Record:** Consolidated travel reimbursement payment amounts. For payment purposes, travel reimbursements are not considered wages, are nontaxable, and are not subject to any deductions, collections, or garnishments. Travel reimbursements will not be reported on the employee's W-2.

**Applies To**: Bureau of the Census Field Representatives, U.S. Merit Systems Protection Board, Farm Service Agency-County Offices, Office of the Chief Financial Officer, and Office of the General Counsel only.

**Entry Instructions:** Enter *50* in the Prefix field and *17* in the TC field. When the cursor is placed in the Week 1 Hrs field, the Enter Total Dollar Amount pop-up appears. Enter the dollar amount being reported.

**Example:** To enter a travel reimbursement of $5.50, enter *5.50* in the Enter Total Dollar Amount pop-up and then click OK (Attachment 2). In the display portion of the Biweekly T&A, the travel reimbursement will be reflected in the following format (Attachment 3):

- Five dollars will display in Week 1. The decimal point shifts one position to the left.
- Fifty cents will display in Week 2. The decimal point shifts two positions to the right.

When the T&A is printed, the monetary amount will display as it was entered. For example, an entry of *5.50* will display as $5.50 (Attachment 4).

# Sample STAR Entry Window *(Enter Total Dollar Amount Pop-up)*

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## Sample STAR Window *(showing reimbursement for local travel)*

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# Sample STAR Printed T&A *(showing reimbursement for local travel)*

| PP | AG | ST | TOWN | UN | TK | G | W | O | FT | PT | INT | 40 | ST | END | NAME: SMITH, JOHN |
|----|----|----|------|----|----|---|---|---|----|----|-----|----|----|-----|---|
|    |    |    |      |    |    |   |   |   |    |    |     |    |    |     | S/S: 000-00-0099 |
| 9 99 | 99 | 9999 | 99 | 99 | 1 | | | 1 | | | | | | | DATE: 06/05/2001 |

| F | AL | O | F | CON | AUO1 | 2 | % | AC | DA | CS | AWS |
|---|----|---|---|-----|------|---|---|----|----|----|----|

| PR | TC | SUFFIX | WEEK 1 | WEEK 2 | APP | A | B | C | D | E | F |
|----|----|--------|--------|--------|-----|---|---|---|---|---|---|
|    | 01 |        | 40.00  | 40.00  | 999 | 9999 | | | | | |
| 50 | 17 |        | $      | 5.50   | 999 | 9999 | 9 | | | | |

80.00

0.00 <TOTAL OTHR

<TOTAL TIME

REMARKS: (MAX. 23 CHAR.)

| | FWD | | ACCR | | USED | | BAL | |
|---|-----|---|------|---|------|---|-----|---|
| ANNL | FWD | 0000.0 | ACCR | 04.0 | USED | 00.0 | BAL | 0004.0 |
| SICK | FWD | 0000.0 | ACCR | 04.0 | USED | 00.0 | BAL | 0004.0 |
| COMP | FWD | 0.0 | ACCR | 0.0 | USED | 0.0 | BAL | 0.0 |
| LWOP | FWD | 0.0 | | | USED | 0.0 | BAL | 0.0 |
| AWOL | FWD | 0.0 | | | USED | 0.0 | BAL | 0.0 |
| SUSP | FWD | 0.0 | | | USED | 0.0 | BAL | 0.0 |
| MILR | FWD | 0 | <DAYS> | | USED | 0 | BAL | 0 |
| MILE | FWD | 0.0 | | | USED | 0.0 | BAL | 0.0 |
| OTHR | | | | | USED | 0.0 | | |
| CRED | FWD | 0.0 | ACCR | 0.0 | USED | 0.0 | BAL | 0.0 |
| HOME | FWD | 0.0 | ACCR | 0.0 | USED | 0.0 | BAL | 0.0 |
| SHOR | FWD | 0.0 | ACCR | 0.0 | USED | 0.0 | BAL | 0.0 |
| RSTR | FWD | 0.0 | | | USED | 0.0 | BAL | 0.0 |
| FURL | FWD | 0.0 | | | USED | 0.0 | BAL | 0.0 |
| COMR | FWD | 0.0 | ACCR | 0.0 | USED | 0.0 | BAL | 0.0 |
| FFAM | FWD | 0.0 | | | USED | 0.0 | BAL | 0.0 |
| INJU | FWD | 0.0 | | | USED | 0.0 | BAL | 0.0 |
| TOFF | FWD | 0.0 | | | USED | 0.0 | BAL | 0.0 |

PAY PERIOD    9

BEGIN        END

04/25/1999  -  05/08/1999

CERTIFIED    TMKP._____    EMPL._____    SUPER._____

| P/P DUTY HRS | 80.00 |
|--------------|-------|
| A/L CATG | 4 |
| S/L CATG | 4 |
| A/L CEIL | 240.00 |